INSTRUCTIONS FOR
MOTHERSHIP OR CATCHER/PROCESSOR
GROUNDFISH PRODUCT TRANSFER REPORT (PTR)

1. TIME LIMITS AND SUBMITTAL.

The operator or representative must record all product transfer information on a PTR within 2 hours of the completion of the transfer.

The operator or representative must submit a PTR by FAX to the NMFS Alaska Enforcement Division to FAX number 907-586-7313 by 1200 hours, A.l.t., on the Tuesday following the end of the applicable weekly reporting period in which the transfer occurred.

2. GENERAL.

The operator or representative of a Mothership or Catcher/Processor must record each transfer of groundfish product on a separate PTR, except:

(1) Product code 41. Those fish products defined as product code 41 that are destined for offsite fish meal production .

(2) Bait Sales. Daily aggregation of individual sales or transfers of groundfish to vessels for bait purposes during a day may be recorded onto one PTR.

> **Example**:
> If 5 different vessels each bought 5 cases of groundfish for bait from a Mothership, the PTR would record 25 cases of the species sold to vessels for bait.

(3) IFQ or CDQ sablefish. If the operator of a catcher/processor possesses a registered buyer permit, the operator is not required to submit a PTR to document shipment of IFQ or CDQ sablefish product. However, a shipment report is required for each shipment of IFQ or CDQ sablefish product.

(4) Wholesale sales of groundfish. Daily aggregation of wholesale sales of groundfish by species may be recorded onto one PTR if the bills of lading detailing destinations for all of the product are available for inspection by an authorized officer.

Original/revised Report.
    If PTR is the first one sent for a given transfer, check "ORIGINAL REPORT".
    If PTR is a correction or addition to a previously sent PTR, check "REVISED REPORT."

Page No. Enter page numbers consecutively, beginning with page 1 with the first groundfish transfer of the fishing year and continuing throughout the remainder of the fishing year.

Receipt. Check the RECEIPT box if product is received (including raw fish).

Offload. Check the OFFLOAD box if product is off-loaded.

Vessel Name. Enter complete Mothership or Catcher/processor name, as listed on the Federal Fisheries Permit.

U.S. Coast Guard Doc. No. Enter U.S. Coast Guard Documentation Number.

ADF&G Processor no. Enter State of Alaska Department of Fish & Game (ADF&G) processor code.

Representative Information. Enter name, telephone number, and FAX or TELEX number of the representative.

COMSAT NO. Enter Satellite Communication Number of the vessel (if available).

Federal Fisheries Permit Number. Enter Federal Fisheries permit number.

3. TRANSFER INFORMATION.

The operator must identify to whom the transfer is made.

Name.

If you have marked RECEIPT and a vessel (other than a buying station) is delivering groundfish or groundfish products to you, enter the name and call sign of that vessel.

If you have marked RECEIPT and an entity other than a vessel is delivering groundfish or groundfish products to you, enter the name of that entity. Option: If a processor, enter that entity's ADF&G processor code.

If you have marked OFFLOAD and a vessel (other than a buying station) is receiving groundfish or groundfish products from you, enter the name and call sign of that vessel.

If you have marked OFFLOAD and an entity other than a vessel is receiving groundfish or groundfish products from you, enter the name and location of that entity.

If you have marked OFFLOAD and the transfer is an aggregation of sales as described in paragraphs 679.5(g)(i) through (iii), enter N/A.

Port of Landing. If a transfer takes place in port, enter the name of the port of landing and, if a foreign location, name of country.

Agent. An agent is defined as the buyer or the distributor. If transfer is made to an agent, enter the agent's name.

Intended First Destination of Product.

If an	Then record
Receipt	N/A
Offload to a processor	the name and location of the processor receiving groundfish product.

Offload to an agent	the street address, city, state and zip code of the agent receiving, buying, or distributing groundfish product.
Offload with several destinations	the primary or first intended destination
Offload is aggregation on one PTR of individual sales or transfers of groundfish to vessels for bait purposes during a single day,	"BAIT"
Offload is aggregation on one PTR of individual sales of groundfish for human consumption in quantities less than 10 lb per sale during a single day	"OVER-THE-COUNTER SALES"
Offload is aggregation on one PTR of wholesale sales of groundfish by species during a single day	"WHOLESALE SALES".
If offload is going to the same processor or agent at the same destination but requires loading on multiple vans, trucks, or airline flights, record the shipment on a single PTR.	

Date And Time of Product Transfer.
Start Date and time. Enter the month, day, year, and time that the transfer was started. Enter the time in Alaska local time (A.l.t.) in military format (for example: 1700 A.l.t.).

Finish Date and Time. Enter the month, day, year, and time the transfer was completed. Enter the time in military format, A.l.t.

If	Then, record finish date and time when

Offload is an individual van or flight	each offload leaves the catcher/processor or mothership.
Offload involves multiple vans or trucks	loading of vans or trucks is completed each day.
Offload involves multiple airline flights,	the last airline flight offload of the day.

Position Transferred. If transfer of product is made at sea, enter the latitude and longitude (in degrees and minutes) of the transfer position

> Example: 54 30' N, 167 00' W

Option: Record in seconds or fractions of minutes.

4. PRODUCTS AND QUANTITIES OFFLOADED OR RECEIVED

Harvest Zone. Enter the alpha code of the harvest zone where fish were harvested.

> Use species codes and product codes presented in Table 1 and Table 2.

Species Code. Enter the species code for each product transferred.

> NOTE:
> Species code 888 may be used for mixed totes.

Product Code. Enter the product code for each product transferred.

No. Of Cartons. Enter the number of cartons or production units transferred for each species and product code.

Carton wt.
    Circle either kg or lb.
    Enter the average fish product weight of one carton for each species and product code in kilograms or pounds.

Total Weight. Enter the total fish product weight to the nearest 0.001 mt of the products transferred.

5. IS THIS A TOTAL OR PARTIAL OFFLOAD?

Check the appropriate box to indicate whether transfer is a total offload or a partial offload.

If the transfer is a partial offload, indicate the amount and type of product remaining on board after this transfer, as follows:

Harvest Zone.
Enter the alpha code to indicate harvest zone where fish were harvested.

Species Code. Enter the species code for each product.

Product Code. Enter the product code for each product.

Amount. Enter the total fish product weight to the nearest 0.001 mt) of the products.

> To calculate metric tons from pounds:
>
> $$\frac{\text{No. cartons x avg carton weight (lb)}}{2204.6}$$

> To calculate metric tons from kilograms:
>
> $$\frac{\text{(No. cartons x avg carton weight (kg)}}{1000}$$